

# Dallas

## Regional Census Center



### 3 Steps for a Successful Application

#### STEP 1

Go to:  
<http://www.census.gov/rodal/www/employ.html> **OR** [www.usajobs.gov](http://www.usajobs.gov) to see a Vacancy Announcement for positions available in the U.S. Census.

Do you meet the experience and/or education level for the grade which you are applying? (5,7,9,11 or 12)

Did you submit a separate application packet for each grade level? (5,7,9,11 or 12)

Be sure to apply to the **external** job listing if you do not currently work for or are new to the Census Bureau.

Current Census Employees who are on a current appointment **longer** than a year are encouraged to apply to the **internal** job listings.

Create an application or resume that will best demonstrate your experience related to the job you are applying for.

If you are qualifying based on your education, you must submit your **college transcripts**.

#### Step 1

Determine Your Qualification Level

#### STEP 2

1. Complete **Resume OR Application for Federal Employment OF-612** (make sure it reflects your experience **RELEVANT** to the position and grade level)
2. Complete **Declaration for Federal Employment OF-306** Background Questionnaire
  - You can find these forms at [www.opm.gov/forms](http://www.opm.gov/forms)
3. Complete **Evaluation Criteria Questionnaire**
  - 3 questions located in job listing
  - Must answer on a separate piece of paper
  - **MUST** be included with application
  - Will lose consideration if not included
4. If you are a veteran:
  - To receive 5 points - submit member 4 copy of your **DD-214**
  - For 10 points - submit a **SF-15** along with supporting documents (i.e. VA Letter, DD-214)

#### Step 2

Submit Required Application Packet Forms

#### STEP 3

Is the necessary information complete?

Did you answer all three (3) questions as listed in the **Evaluation Criteria** section?

Did you submit a separate application packet for each grade level you would like to be considered?

#### SUBMITTING YOUR APPLICATION PACKET

By Mail:

Bureau of the Census  
Dallas Regional Census Center  
2777 N. Stemmons Fwy, Suite 200  
Dallas, Texas 75207  
Attn: Brendan P. Haymaker,  
Human Resources Specialist

#### Step 3

Review and Submit Application

For additional information, please contact:  
Dallas Regional Census Center  
Brendan P. Haymaker, Human Resources Specialist  
(972) 755-3568  
(214) 267-6900  
1 (800) 563-6499  
[brendan.patrick.haymaker@census.gov](mailto:brendan.patrick.haymaker@census.gov)

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